

ASSISTANCECHECK.COM

INSTRUCTIONS TO APPLICANTS TO REQUEST A PREFERENCE CHANGE

- 1. SIGN INTO ASSISTANCECHECK ACCOUNT**
- 2. CLICK ON “CONTACT US” (LEFT-SIDE, BOTTOM OF SCREEN)**
- 3. CLICK “BEGIN”**
- 4. TYPE IN “SUBJECT” INFORMATION (I.E. APPLICATION CHANGE)**
- 5. TYPE IN “MESSAGE” INFORMATION I.E.**
 - REQUEST TO UPDATE MY PREFERENCE STATUS TO 1) SEVERELY RENT BURDENED OR 2) SUBSTANDARD HOUSING OR BOTH.**
- 6. IGNORE THE “AGENCY CONTACT” FIELD...NOT REQUIRED**
- 7. CLICK “CONTINUE”**
- 8. CLICK “SUBMIT”**
- 9. CLICK “PRINTER FRIENDLY PAGE” IF DESIRED & CLICK “DONE”**